

## **ADDENDUM NO. 1**

*to the Request for Proposals (RFP) for the*

### **CITY OF STAYTON SHAFF ROAD – GOLF CLUB ROAD ROUNDABOUT DESIGN**

RFP Addendum Issue Date: Thursday, September 10, 2020  
RFP Closing Date/Time: Tuesday, September 29, 2020 @ 2:00 PM.

#### **TO ALL RFP HOLDERS AND/OR PROSPECTIVE PROPOSERS:**

The following clarifications, changes, corrections, deletions, and/or additions are hereby made a part of the RFP for the CITY OF STAYTON, SHAFF ROAD – GOLF CLUB ROAD ROUNDABOUT DESIGN, as fully and completely as if the same were fully set forth therein. All other areas not changed or otherwise modified by this or other addenda shall remain in full force and effect.

**The original RFP Closing date and time is to remain unchanged, and will not be affected by issuance of this Addendum. All Proposers shall acknowledge receipt and acceptance of this Addendum by signing the last page and submitting the signed page with the Proposal. Proposals submitted without the signed last page of this Addendum attached will be considered in nonconformance.**

#### **1.6 Submitting Proposals**

*Replace the sentence that begins “THE LAST DAY FOR QUESTIONS...” shown at the top of page 6 with the following sentence:*

**THE LAST DAY FOR QUESTIONS IS *SEPTEMBER 15, 2020, SUBMITTED NO LATER THAN 2:00 PM.***

#### **1.9 Selection of Consultant**

*Replace the Phase 1 table shown at the top of page 7 with the following table:*

Phase 1: The proposals will be evaluated based on the following evaluation criteria and scores:

| Content and Evaluation Criteria       | Maximum Pages | Maximum Score |
|---------------------------------------|---------------|---------------|
| 1. Introductory letter                | 1             | 5             |
| 2. Mandatory Exhibit A                | 0             | Pass/Fail     |
| 3. Project Understanding & Key Issues | 2             | 35            |
| 4. Project Team & Organization        | <b>2</b>      | 30            |
| 5. Project Examples (3 max)           | 3             | 15            |
| 6. Management and Quality Control     | 1             | 10            |
| 7. Proposal Clarity                   | 0             | 5             |
| Appendix: 5 Resumes                   | 5             | 0*            |
| Totals                                | <b>14</b>     | 100           |
| Interviews (if held)                  |               | 100           |
| Totals                                |               | 200           |

### 3.2 Proposals Format

*Replace the paragraph that begins “The proposal may not...” with the following paragraph:*

The proposal may not exceed **the maximum page count shown in Section 1.9 Selection of Consultant** with a minimum 11 point font size. Covers, dividers, table of contents, Mandatory Exhibit A, **and addendum acknowledgement** are not included in the page count.

*Replace subheading 3.2.1.2 Project Understanding and Key Issues with the following:*

**3.2.1.2** Project Understanding and Key Issues (2 pages, **35** points)

*Replace subheading 3.2.1.5 Management & Quality Control with the following:*

**3.2.1.5** Management & Quality Control (1 page, **10** points)

*Replace subheading 3.2.3.1 Project Approach with the following:*

**3.2.3.1** Project Approach (**3** pages, **50** points)

*Replace subheading 3.2.3.2 Project Schedule with the following:*

**3.2.3.2** Project Schedule (1-11x17 page, **35** points)

**ADDENDUM ACKNOWLEDGEMENT:**

\_\_\_\_\_  
*Company Name (Please print)*

\_\_\_\_\_  
*Proposer's Signature*

\_\_\_\_\_  
*Date*